

United States Department of Agriculture

Research, Education, and Economics

ARS . CSREES . ERS . NASS***Bulletin*****Title:** Travel Tips**Number:** 98-303**Date:** July 17, 1998 **Expiration:** July 17, 1999**Originating Office:** Financial Management Division, ARS/AFM**Distribution:** All REE Employees (Please distribute to all employees who may not have access to electronic mail.)

This Bulletin includes travel tips for airline travel, boarding passes, check in times, and photo ID's.

Major airlines have reduced the number of scheduled flights between destinations to cut their costs. As a result, flights are typically overbooked and airline terminals and parking facilities tend to be overcrowded at peak operating times. In keeping with REE policy of providing current and up-to-date information to assist travelers on official travel, we offer the following travel tips:

1. Most major airlines including United, American, US Air, and Northwest no longer provide advance boarding passes. Although travelers can still reserve advance seating, boarding passes are only issued to the travelers once they check in at their respective terminal. This may require additional time needed at the airline terminal.
2. Please be advised that with the reduction in flights, airlines now tend to overbook flights. The airlines' policies are that travelers, **with or without** boarding passes, must check in at the airport a minimum of 20 minutes prior to departure on domestic flights. For international flights, most airlines require travelers to check in a minimum of 2 hours prior to departure. The airlines have the right to give up assigned seats if the 20 minute or 2 hour rule is not adhered to.
3. Ensure that your name on the airline ticket and proof of identification (photo ID) are correctly spelled. For international flights, the name on your passport and airline ticket should be spelled exactly the same. (This includes use of first and middle initials in lieu of full name.) For security reasons, if there is a discrepancy in either, you may be denied boarding. As an option, it is advisable to carry your Government identification card when on official travel.

/s/ *Marcellus T. Arnold* for

S. M. Helmrich, Director
Financial Management Division